

## The PopAddress Control Panel Window

Near the top of the PopAddress window you'll find a check box titled "Popup" and a box to the right of it which may be showing a combination of keys. Clicking on either of these two items will allow you to set the "modifier" keys (Shift, Option, Command or Control) that control how the PopAddress pop-up menu will be "invoked". If all four check boxes are off, the PopAddress pop-up menu will be disabled.

There are four types of "HotKeys" you can create, they are:

- New Address

Typing this hotkey will:

- a) create a new blank record
- b) open the PopAddress edit window and allow you to enter a new address.

- Copy Address

Typing this hotkey will:

- a) copy any text you have selected in whatever application you're in
- b) create a new record (filling out the fields of the record with the text picked up from your selection)
- c) open the PopAddress edit window and allow you to edit or save the new address.

NOTE: When using the Copy Address function, it will grab any email address, phone numbers and a URL and place them in the appropriate fields of the record.

- Edit Address

Typing this hotkey will:

- a) open the PopAddress edit window and allow you to edit, create new, delete, etc any address records.

- Search

Typing this hotkey will:

- a) bring up a dialog that allows you to enter text to search for
- b) if you click the ok button, it will open the PopAddress edit window showing a list of all records that contain the text you specify (or, a list of all records if you did not specify any text)